



Bachelor of Business Administration

NORTHERN UNIVERSITY

B A N G L A D E S H

Registration Package

BBA Program



Summer Semester - 2018

Published by:

Department of Business Administration

Banani Campus

Academic Rules & Instructions

Registration:

01. Students must register for the courses they wish to attend. Without registration no one is allowed to attend classes.
02. Students may register for 9-12 credits (maximum 4 courses) in a semester. However, a student may take 5 courses, if the conditions are met and the advisor approves it.
03. The optimum size of each class is 50 students. A section may not be offered if less than 15 students enroll for it.
04. Registration must be confirmed with appropriate payments by the specified deadline, as indicated in the “**tuition payment structure**”. Failure to confirm registration by the deadline will result a student to be barred from attending classes.
05. No subject will be allowed together with internship program. Students having **CGPA 3.300** and above may be allowed to take project paper instead of internship program by the respective advisor.
06. Section change within the same course is not allowed once the semester begins.

Examination:

07. The Schedule for the midterm and the final examinations is provided with the booklet (**Registration Package**). It is student’s responsibility to select courses in a way so that those match with class and examination schedule.
08. Special mid-term will be allowed only for humanitarian ground. The students must apply to the Vice-Chancellor through Controller of Examination for special midterm exam. Decision to be given by honorable Vice-Chancellor. A fee of TK.1000/- per course will be charged for special midterm examination.
09. Students may be allowed to seat for special final exam on humanitarian ground, if the Head/Coordinator feels appropriate, the application is to be submitted to the ACAD with 07 days of the completion of exam for the approval of Controller of Examination. A fee of TK.1000/- per course will be charged for special final examination.
10. A student is required to attend 70% classes to be eligible to sit for the semester final examination on a particular course. However, if a student attains 50% to less than 70% attendance, s/he can still attend final examination with a fine of Tk. 1000/- for each course after being permitted by respective Dean/Head.
11. Students attaining less than 50% attendance shall not be allowed to sit for final exam.
12. Students having zero attendance shall not be allowed to sit for mid-term examination except being permitted by the Vice Chancellor

Academic Dismissal:

13. A student will be dismissed from university if his/her GPA fall **below 2.00** for consecutive 3 semesters, or gets F,X,Y grades in fourth attempts, or breach any of the university regulations.

Semester Leave:

14. A registered student who requires semester leave on valid ground must obtain permission before the commencement of the semester. The length of leave is a maximum of two semesters .The student taking semester leave must pay TK.1000/- as semester leave fee.

Semester Drop:

15. A registered Student must pay only semester fee of the semester if s/he applies for semester drop within one week of the commencement of the semester in consent of their Guardians/Parents, after this time limit and before midterm exam, Student must pay 50% of total tuition fees and after midterm exam s/he is liable to pay 100% of total payable amount for that particular semester.

Course Improvement/Retake:

16. i) For an ‘F’ grade & Improvement of any grade the course must be repeated within the next 3(three) consecutive semesters but pre- requisite course/s must be repeated on priority basis.
ii) As for the improvement of grade of any course, the incumbent student may be allowed to repeat for improvement of that course only once if s/he earns up to ‘B’ grade. It must be taken within the next 3 (three) consecutive semesters.
17. Students are required to complete total credits of the program.

Disclaimer:

The authority reserves all the rights to change, add, and/or cancel anything in the registration information booklet including academic calendar, class routine, exams schedule, and course offering.

Academic Calendar Summer 2018

- | | |
|--|---|
| <input type="checkbox"/> Registration Date (by student portal) | : April 03 to April 15, 2018 |
| <input type="checkbox"/> Semester Begins | : May 03, 2018 |
| <input type="checkbox"/> Add-drop courses if needed (Section change is not allowed)
<i>(Prerequisite Incomplete & Last semester students)</i> | : May 03 to 15, 2018 |
| <input type="checkbox"/> Deadline for Payment to Confirm Registration
<i>(Payment should be minimum of 40% of the total tuition fees)</i> | : May 20, 2018 |
| <input type="checkbox"/> Late Registration with Tk. 1000/- fine
<i>(Less than 40% payment will be treated as late registration)</i> | : May 21 to May 27, 2018 |
| <input type="checkbox"/> Deadline for Semester Drop
<i>(Filled the Prescribe Form available in ACAD)</i> | : May 03 to 20, 2018 (only semester fee to be paid) |
| <input type="checkbox"/> Class and Exam Schedule: | |
| I) Class Period before Mid-Term | : May 03 to May 31, 2018 |
| II) Mid-Term Examinations | : June 02 to 10, 2018 |
| III) Class Period before Final | : June 11 to August 02, 2018 |
| IV) Final Examinations | : August 05 to 13, 2018 |
| <input type="checkbox"/> Publication of Results | : August 30, 2018 |
| <input type="checkbox"/> “Students must complete Teaching Efficiency Rating (TER) before the final exams. If any student fails to fill up TER Form, his/ her results will remain withheld automatically.” | |

Tuition Payment Structure

Option 1	Option 2 (Pay in Installments)	Payment Date
Pay 100% of the semester tuition and other fees at the time of registration Otherwise use option 2 →	<u>Installment 1: (Within one week of class starts)</u> ➤ Pay minimum 40% of the semester tuition and other fees. ➤ If fails a student will be fined Tk.1000/= to be paid within one week after expiry of deadline.	May 20, 2018
	<u>Installment 2: (Before Mid Term Exam)</u> ➤ Pay minimum 30% of the rest of the semester tuition fees. ➤ Failure to pay as specified, a student will be fined Tk.1000/=	May 31, 2018
	<u>Installment 3: (Before Final Exam)</u> ➤ Pay remaining balance of the semester tuition fees. ➤ Failure to pay as specified, a student will be barred from attending Final Examinations.	August 02, 2018

Note:

1. Once a student registers for the Semester, s/he is liable to pay 100% tuition fees for that particular Semester.
2. Above rules supersedes all previous rules.

List of Students' Advisor

SI	Students ID	Name of the Teachers (Advisors)	Acronyms	Cell No
1	All Campus Change, Credit Transfer, Interns & 1 st Semester	Benazir Rahman	BR	01755513144
2	BBA100370151-BBA140370842	Afroza Parvin	AP	01911411924
3	BBA150170846-BBA150370957	Sanzida Easmin	SE	01777017672
4	BBA160170963- BBA160371066	Shirin Akhtar	SA	01717928850
5	BBA170171071- BBA170371124	Fahmida Ahmad	FA	01731518852
6	BBA180171126- BBA180171162	Alrafa Akter Nitu	AAN	01619136141

Some of our distinguished Faculty Members

Professor Dr. M. Shamsul Haque (Former Director, IBA, DU) Ph. D. (MBS, UK), MBA (IU, USA), M.Com (RU)	Prof. Dr. Khondoker Shafayet Hossain Former Professor of IU, Dep. of Fin. & ACC.	Afroza Parvin Asst. Professor in Finance BBA & MBA, University of Dhaka
M. M. Mofiz Uddin Asst. Professor in MIS BBA & MBA, University of Dhaka	Benazir Rahman Sr. Lecturer in Finance BBA & MBA, University of Dhaka	Sanzida Easmin Sr. Lecturer in Statistics B. sc & M. sc in Statistics University of Dhaka
Shirin Akhtar Sr. Lecturer in Marketing BBA & MBA, Rajshahi University	Fahmida Ahmad Lecturer in Economics BSS & MSS, University of Dhaka MBA, IBA, University of Dhaka	Alrafa Akter Nitu Lecturer in Finance BBA, United International University MBA, Jahangirnagar University
Shobnom Munira Lecturer in Finance BBA & MBA, University of Dhaka	Oeshwik Ahmed Lecturer in Management M Sc(HRM), UK & MBA from USA BBA(HRM),NSU	Tasnia Fatin Lecturer in Marketing BBA & MBA, University of Dhaka

List of the Administrative Officer

<p>Kazi Nura Alam (Titu) Sr. Assistant Director Concern Officer, BBA, LLB & ELL Programs Mobile No: 01755513123</p>

Course Offering- BBA Program, NUB, Banani Campus, Summer Semester-2018

Sem	SL	C Code	Course Title	PRC	CT	CH	Remarks
1A	1.	CIT 1101	Introduction to Computer	None	TBA	3	
	2.	ENG 1100	Sentences & their Elements	None	AKZA	0	
	3.	GED 1205	Comparative Social Systems	None	AAH	3	
	4.	ENG 1203	Reading & Writing	None	FIC	3	
2A	5.	QNT 1102	Basic Mathematics	None	SE	3	
	6.	ENG 1104	Listening & Speaking	None	AK	3	
	7.	BBA 1204	Principles of Accounting	None	AP	3	
	8.	BBA 2106	Business Communication	ENG 1203	FA	3	
3A	9.	BBA 2210	Financial Accounting	BBA 1204	SM	3	
	10.	QNT 1302	Business Mathematics	QNT 1102	SE	3	
	11.	GED 2209	Principles of Psychology	None	AAH	3	
	12.	GED 1306	Health & Environment	None	SAE	3	
4A	13.	BBA 1305	Principles of Finance	BBA 2210	AAN	3	
	14.	BBA 2107	Principles of Marketing	None	SA	3	
	15.	GED 2211	Bangladesh Studies	None	AAH	3	
	16.	BBA 1203	Microeconomics	None	FA	3	
5A	17.	BBA 2310	Marketing Management	BBA 2107	SA	3	
	18.	BBA 2208	Macroeconomics	BBA 1203	FA	3	
	19.	BBA 2313	Financial Management	BBA 1305	AP	3	
	20.	GED 2210	Business Ethics & Social Responsibility	None	KSK	3	
6A	21.	BBA 1304	Principles of Management	None	AP	3	
	22.	CIT 2202	Computer Application in Business	CIT 1101	TBA	3	
	23.	QNT 2103	Business Statistics	QNT 1102	SE	3	
	24.	BBA 2311	Organizational Behavior	BBA 1304	AAN	3	
7A	25.	BBA 2314	Business Law	None	AAN	3	
	26.	BBA 3115	ED & Small Business Management	BBA 1304	OA	3	
	27.	BBA 3118	Cost Accounting	BBA 2210	SM	3	
	28.	QNT 2312	Advanced Statistics	QNT 2103	SE	3	
8A	29.	BBA 3119	Operations Management	QNT 1302 & QNT 2103	FA	3	
	30.	BBA 3220	Human Resource Management	BBA 1304	BR	3	
	31.	BBA 3221	Management Accounting	BBA 2210	SM	3	
	32.	BBA 3218	International Business	BBA 2208	AAN	3	
9A	33.	BBA 3322	Research Methods	QNT-1302 & QNT 2103	BR	3	
	34.	CIT 3303	Management Information Systems	CIT-2202	TBA	3	
	35.		Major-1	All Core Courses		3	
	36.		Major-2	All Core Courses		3	
10A + 11A	37.	FIN 4205	International Financial Management	All Core Courses	BR	3	
	38.	FIN 3301	Financial Institution and Markets	All Core Courses	AP	3	
	39.	FIN 4207	Bank Management	All Core Courses	BR	3	
	40.	HRM 4102	Training and Development	All Core Courses	OA	3	
	41.	HRM 4204	Conflict Management and Negotiation	All Core Courses	OA	3	
	42.	MKT 4102	Marketing Research	All Core Courses	SA	3	
	43.	MKT 4209	Brand Management	All Core Courses	SA	3	
	44.	ACC 4102	Accounting Theory	All Core Courses	PSH	3	
	45.	ACC 4204	Accounting Information System	All Core Courses	SM	3	
	46.	ACC 4205	Advanced Management Accounting	All Core Courses	SM	3	
11A	47.	BBA 3324	Strategic Management	BBA 2310, 2313& 3220	TF	3	
12A	48.	INT 4301	Internship	All Courses		3	

Mid-Term & Final Examination Schedule

Summer Semester-2018

Day & Time	Starts at 10:30 a.m.	Starts at 02:30 p.m.
Day 1	CIT 1101 (Introduction to Computer) BBA 2314 (Business Law) FIN 4205 International Financial Management	BBA 1203 (Microeconomics) BBA 2311(Organizational Behavior)
Day 2	GED 1306 (Health & Environment) BBA 2313 (Financial Management) HRM 4102 Training and Development	QNT 1102 (Basic Mathematics) BBA 3119 (Operations Management) MKT 4102 Marketing Research
Day 3	ENG 1100 (Sentences & Their Elements) QNT 2312 (Advanced Statistics) BBA 3322 (Research Methods)	BBA 2107 (Principles of Marketing) CIT 2202 (Computer Application in Business)
Day 4	BBA 2210 (Financial Accounting) GED 2210 (Business Ethics & Social Responsibility) FIN 3301 Financial Institution and Markets	BBA 2106 (Business Communication) BBA 3218 International Business ACC 4102 Accounting Theory
Day 5	ENG 1203 (Reading & Writing) BBA 3115 (ED & Small Business Management) HRM 4204 Conflict Management and Negotiation	GED 2211 (Bangladesh Studies) QNT 2103 (Business Statistics) MKT 4209 Brand Management
Day 6	QNT 1302 (Business Mathematics) BBA 2208 (Macroeconomics) BBA 3324 (Strategic Management)	ENG 1104 (Listening & Speaking) BBA 3220 (Human Resource Management) ACC 4204 Accounting Information System
Day 7	GED 1205 (Comparative Social Systems) BBA 3118 (Cost Accounting) FIN 4207 Bank Management	BBA 1305 (Principles of Finance) BBA 1304 (Principles of Management)
Day 8	GED 2209 (Principles of Psychology) BBA 2310 (Marketing Management) CIT 3303 (Management Information Systems)	BBA 1204 (Principles of Accounting) BBA 3221 Management Accounting ACC 4205 Advanced Management Accounting

Note: The duration of midterm Examination 01:30 hours & Final Examination will be for 02:00 hours.

Northern University Bangladesh

Banani Campus

Class Schedule: Summer 2018

Program: BBA

Date: 01/04/2018

	RM	SC	09:00 - 10:30	10:40 - 12:10	12:20 - 01:50	02:20 - 03:50	04:00 - 05:30
SUN & TUE	506	30			FIN-4207-BR		
	702	60			BBA-1305-AAN(4A)	BBA-1203-FA(4A)	
	703	30		BBA-3218-AAN(8A)	BBA-3221-SM(8A)	ENG--1104-AK(2A)	BBA-2106-FA(2A)
	603	60		BBA-3324-TF	ENG-1100-AKZA(1A)	CIT-1101-TBA(1A)	
	504	30		BBA-2313-AP(5A)	BBA-2310-SA(5A)	BBA-3322-BR(9A)	CIT-3303-TBA(9A)
	505	40	ACC-4205-SM	CIT-2202-TBA(6A)	BBA-1304-AP(6A)	HRM-4102-OA	HRM-4204-OA

MON & WED	701	70					
	702	60		BBA-2311-AAN(6A)	QNT-2103-SE(6A)	BBA-2208-FA(5A)	GED-2210-KSK(5A)
	703	30		QNT-1102-SE(2A)	BBA-1204-AP(2A)		
	603	60	BBA-2314-AAN(7A)	BBA-3118-SM(7A)	BBA-2210-SM(3A)	GED-1306-SAE(3A)	
	504	30			BBA-3119-FA(8A)	BBA-3220-BR(8A)	
	505	40	ACC-4204-SM	ACC-4102-PSH	FIN-4205-BR	FIN-3301-AP	

THU & SAT	701	70					
	702	60			QNT-2312-SE(7A)	BBA-3115-OA(7A)	
	703	30		QNT-1302-SE(3A)	GED-2209-AAH(3A)		
	603	60		GED-1205-AAH(1A)	ENG-1203-FIC(1A)		
	504	30			BBA-2107-SA(4A)	GED-2211-AAH(4A)	
	505	40				MKT-4102-SA	MKT-4209-SA

Acronyms	Full Name	Acronyms	Full Name
PSH	Prof. Dr. Khondoker Shafayet Hossain	KSK	Dr. Kazi Shahadat Kabir
AP	Afroza Parvin	AAH	Mr. Abudullah Al Helal
BR	Benazir Rahman	SAE	Mr. Syed Ashik-E-Elahi
SA	Shirin Akhtar	FIC	Ferdous Iqbal Chowdhury
SE	Sanzida Easmin	JU	Mohammad Jashim Uddin
FA	Fahmida Ahmad	AK	Anika Khan
AAN	Alrafa Akter Nitu		
SM	Shobnom Munira		
OA	Oeshwik Ahmed		
TF	Tasnia Fatin		

Prof. Dr. Khondoker Shafayet Hossain
Associate Dean
Faculty of Business